

FM CNO WASHINGTON DC//N4//
TO AIG 11319

BT

UNCLAS //N02300//

MSGID/GENADMIN/CNO WASHINGTON DC/-/APR//

SUBJ/COMMANDER, NAVY INSTALLATIONS (CNI) IMPLEMENTATION GUIDANCE -
/SERIAL 001// REF/A/MSG/CNO WASHINGTON DC/271955ZMAR2003//
REF/B/DOC/OPNAVINST 5450.169D/-// NARR/REF A ANNOUNCED THAT COMMANDER,
NAVY INSTALLATIONS (CNI) WOULD STAND UP ON 01 OCT 03 UNDER CNO. REF B
IS THE OPNAV INSTRUCTION ON ESTABLISHMENT, DISESTABLISHMENT OR
MODIFICATION OF SHORE ACTIVITIES FOR THE DEPARTMENT OF THE NAVY (DON)//
RMKS/1. PER REF A, THIS MESSAGE PROVIDES INITIAL IMPLEMENTATION
ORGANIZATION, IMPLEMENTATION GUIDANCE, AND A PLAN OF ACTION AND
MILESTONES (POA&M). FURTHER IMPLEMENTATION GUIDANCE WILL BE ISSUED BY
SUBSEQUENT SERIALS. 2. CNI IMPLEMENTATION ORGANIZATION. A FLAG/SENIOR
EXECUTIVE SERVICE SES) EXECUTIVE OVERSIGHT GROUP (EOG) HAS BEEN
ESTABLISHED TO OVERSEE THE CNI IMPLEMENTATION PROCESS WITH
REPRESENTATIVES FROM CNO N46, COMLANTFLT, COMPACFLT, COMUSNAVEUR, FSA,
NAVSEA, NAVAIR, RESFOR AND CNETC, WITH SPECIALIST REPRESENTATION FROM
SECNAV, NAVFAC, NAVSUP, FMB, USMC AND THE HUMAN RESOURCES (HR)
ORGANIZATIONS. TWELVE FUNCTIONAL AND BUSINESS PROCESS TEAMS HAVE BEEN
ESTABLISHED UNDER THE EOG DIRECTION TO DEVELOP THE REQUISITE DETAILED
POA&M'S AND IMPLEMENTATION SPECIFICS FOR STANDING UP CNI BY 1 OCT 03.
EACH TEAM IS COMPRISED OF SUBJECT MATTER EXPERTS AND ENCOMPASSES NAVY-
WIDE REPRESENTATION ALIGNED AS FOLLOWS:

- CNI ORGANIZATION
- REGIONAL ORGANIZATION
- FINANCIAL MANAGEMENT
- HUMAN RESOURCES/MILITARY MANPOWER-PERSONNEL
- INFORMATION TECHNOLOGY/CHIEF INFORMATION OFFICER (IT/CIO)
- OPERATING FORCES SUPPORT
- PERSONNEL SUPPORT
- HOUSING
- ENVIRONMENTAL
- PUBLIC SAFETY/ANTI TERRORISM FORCE PROTECTION (ATFP)
- FACILITY SUPPORT
- REAL ESTATE, PLANNING AND BRAC

THE INITIAL MEETING OF THE EOG OCCURRED ON 17-18 MAR 03, AND THE TWELVE
TEAMS MET 24-27 MAR 03. THE EOG WILL MEET AGAIN ON 8 APR 03 TO REVIEW
INDIVIDUAL TEAM PROGRESS WITH TEAM LEADS. THE EOG AND THE TWELVE TEAMS
WILL CONTINUE TO GUIDE IMPLEMENTATION TO ACHIEVE AN EFFECTIVE
TRANSITION TO CNI. 3. IMPLEMENTATION GUIDANCE.

A. ACTIVITIES THAT HAVE ADDITIONAL MISSIONS BEYOND INSTALLATION
MANAGEMENT WILL ONLY TRANSFER RESPONSIBILITY FOR BASE SUPPORT FUNCTIONS
(I.E., BASE OPERATIONS SUPPORT (BOS) AND SUSTAINMENT, RESTORATION AND
MODERNIZATION (SRM)). GOVERNMENT-OWNED, CONTRACTOR-OPERATED (GOCO)
FACILITIES ARE NOT AFFECTED BY THIS INITIATIVE (E.G., ATLANTIC UNDERSEA
TEST AND EVALUATION CENTER (AUTEC)).

(1) COMLANTFLT, COMPACFLT, COMUSNAVEUR, FSA, CNETC, RESFOR,
OCNR, SPAWAR, SSP, NAVFAC AND SECGRU WILL TRANSFER ALL BASE SUPPORT AND
FAMILY HOUSING (OPERATIONS AND MAINTENANCE) FUNCTIONS TO CNI.

(2) NAVSEA AND NAVAIR WILL TRANSFER ALL RESPONSIBILITY FOR
PERFORMANCE OF BASE SUPPORT FUNCTIONS FOR THE WARFARE CENTERS AND THE
SHIPYARDS TO CNI. NAVY WORKING CAPITAL FUNDED (NWCF) WARFARE CENTERS
AND SHIPYARDS WILL REIMBURSE CNI FOR THE PROVISION OF BASE SUPPORT
PRODUCTS AND SERVICES INTEGRAL TO THEIR MISSION. REIMBURSEMENT WILL BE
CONSISTENT WITH DOD FISCAL MANAGEMENT GUIDANCE AS AMPLIFIED IN FUTURE

SERIALS. R&D 6.5 FUNDING FOR THE MAJOR RANGE TEST FACILITY BASES (RANGE) PORTION OF THE WARFARE CENTERS WILL BE ADDRESSED SEPARATELY.

(3) HOUSING FUNCTIONS CURRENTLY AT NAVFAC (BACHELOR QUARTERS AND FAMILY HOUSING) WILL TRANSITION TO CNI.

B. THE RESOURCE TRANSFERS AND FINANCIAL POLICY CHANGES REQUIRED TO EFFECT THIS CONSOLIDATION OF INSTALLATION MANAGEMENT RESPONSIBILITIES WILL NECESSITATE CLOSE COORDINATION BETWEEN THE DIVESTING CLAIMANTS AND CNI. THESE TRANSFERS WILL BE COMPLETED AS FOLLOWS:

(1) CONSISTENT WITH GUIDANCE BEING DEVELOPED ON MISSION AND INSTALLATION SUPPORT FUNCTIONS, OPERATION AND MAINTENANCE, NAVY (O&M,N) AND OPERATION AND MAINTENANCE, NAVY (RESERVE) (O&M,N(R)) BASE SUPPORT AND FAMILY HOUSING, OPERATION AND MAINTENANCE (FH, O&M), FULL-TIME EQUIVALENT'S (FTE'S) AND MILITARY PERSONNEL NAVY/RESERVE PERSONNEL NAVY (MPN/RPN) BILLETS WILL BE TRANSFERRED TO CNI, EFFECTIVE 1 OCT 03. ALL BASE SUPPORT AND FH (O&M) RESOURCES WILL BE ALIGNED UNDER THE CNI UIC. CNO N4 WILL WORK WITH APPROPRIATE ORGANIZATIONS TO DETERMINE THE APPROPRIATE DISTRIBUTION OF THE FORMER INSTALLATION CLAIMANTS BASE SUPPORT AND FH (O&M) FUNDS ACROSS NAVY REGIONS AND ENSURE THE TRANSFER OF SHORE INSTALLATION MANAGEMENT (SIM)-RELATED MILITARY (MPN/RPN) AND CIVILIAN BILLETS TO CNI FOR STAND-UP, EFFECTIVE 1 OCT 03. SIM-RELATED MILITARY AND CIVILIAN BILLET INFORMATION WILL BE PROVIDED TO OPNAV N46 (FOR CNI) NLT 31 MAY 03 TO ALLOW PROGRAMMING BUDGET INFORMATION SYSTEMS (PBIS) TO BE UPDATED. THE SAME WILL BE DONE WITH RESPECT TO FUNDING AND FTE'S FOR STAND-ALONE ACTIVITIES THAT WILL TRANSFER TO REGIONAL COMMANDERS, EFFECTIVE 1 OCT 03. ADDITIONAL GUIDANCE TO RESOLVE ISSUES ASSOCIATED WITH THESE TRANSFERS WILL BE PROVIDED SEPCOR.

(2) NAVY WORKING CAPITAL FUND (NWCF). IMPLEMENTATION GUIDANCE WILL BE PROVIDED SEPCOR.

(3) BOTH NEW AND EXISTING TENANT ACTIVITIES MUST REVIEW OR ESTABLISH HOST/TENANT SUPPORT AGREEMENTS WITH THEIR HOSTS. THESE CHANGES WILL AFFECT SOME, BUT NOT ALL, EXISTING SUPPORT AGREEMENTS. TENANTS MUST REVIEW SUPPORT AGREEMENTS TO ENSURE THEY REFLECT THE BASE SUPPORT SERVICES WHICH WILL BE THE RESPONSIBILITY OF THE HOST AS A RESULT OF FUNDING AND PERSONNEL TRANSFERS.

4. IMPLEMENTATION POA&M. THE CNI IMPLEMENTATION ORGANIZATION (PARA 2 ABOVE) WILL COMPLETE MISSION, FUNCTION AND TASKS BY 7 APR 03; COMPLETE A CNI TOTAL FORCE STATEMENT OF MANPOWER REQUIREMENTS/STAFFING PLAN, INCLUDING DUTY STATIONS BY 1 MAY 03; POSITION DESCRIPTIONS FOR CNI HQ POSITIONS BY 1 JUN 03; AND CNI FACT AND JUSTIFICATION SHEET BY 15 JUN 03. CNI HQ STAFF WILL BE ESTABLISHED UNDER UIC 00052 BY 1 OCT 03. OTHER MILESTONES FOR SPECIFIC FUNCTIONAL AND BUSINESS PROCESS AREAS (SEE PARA 2 ABOVE)

FOLLOW:

A. CNI ORGANIZATION.

(1) DETERMINE FY03 STAFFING AND STAFF-SUPPORT REQUIREMENT - 10 APR 03.

B. FINANCIAL MANAGEMENT.

(1) ESTABLISH NEW UIC'S AS REQUIRED - 31 MAY 03.

(2) FMB ISSUE BUDGET GUIDANCE MEMORANDUM TO ALL DIVESTING INSTALLATION MANAGEMENT CLAIMANT'S (IMC) TO PROVIDE INSTRUCTIONS ON REALIGNING/TRANSFERRING FUNDS TO CNI - 30 APR 03.

(3) SUPPLEMENTAL POA&M FOR FINANCIAL MANAGEMENT AND IDENTIFICATION OF NEW SPECIAL INTEREST CODES (SIC'S) AND REALIGNMENT OF EXISTING BASE SUPPORT FUNDING TO FUNCTIONAL PROGRAMS TO BE PROVIDED VIA SEPCOR.

C. HUMAN RESOURCES. GOAL IS TO PROVIDE THE MAXIMUM BENEFIT AND OPPORTUNITIES POSSIBLE TO THE TOTAL WORKFORCE IMPACTED BY A TRANSFER OF BOS FUNCTIONS FROM THE DIVESTING CLAIMANTS. THIS INCLUDES MINIMIZING THE POTENTIAL FOR A REDUCTION IN FORCE (RIF) BY IMPLEMENTING THE FOLLOWING PERSONNEL ACTIONS:

(1) EFFECTIVE 5 OCT 03, CNI STAND UP WILL INCLUDE A TRANSFER OF FUNCTION (TOF) FOR HQ CIVILIAN EMPLOYEES AND CONFERRED TOF ENTITLEMENTS.

(2) INSTALLATION/REGION TRANSFERS WILL BE ACCOMPLISHED ON AN "AS IS, WHERE IS" BASIS. SEPARATE GUIDANCE WILL BE ISSUED FOR THE TRANSFER/CONVERSION OF PAYBANDED EMPLOYEES TO BE EFFECTIVE 5 OCT 03.

(3) OFFER VOLUNTARY SEPARATION INCENTIVE PAY/VOLUNTARY EARLY RETIREMENT AUTHORITY (VSIP/VERA) TO APPROPRIATED CIVILIAN EMPLOYEES AT THE MAJOR CLAIMANT (HQ) LEVEL IMPACTED BY THE TRANSFER OF BASE SUPPORT FUNCTIONS TO CNI BY OR BEGINNING 21 APR 03.

(4) NOTIFY UNIONS AND BEGIN IMPACT AND IMPLEMENTATION (I&I) BARGAINING, WHERE APPROPRIATE - 1 MAY 03.

(5) DEVELOP AND INPUT TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS) PACKET FOR CNI STAFF - 30 MAY 03.

(6) ESTABLISH DETAILER SHIFT DATES - 30 JUN 03.

(7) DETAILED HUMAN RESOURCES POA&M TO BE PROVIDED SEPCOR -10 APR 03.

D. IT/CIO.

(1) DIVESTING CLAIMANTS EVALUATE CURRENT BASE SUPPORT IT SERVICES TO ENSURE NO SERVICE DEGRADATION - 30 JUL 03.

(2) DEVELOP CNI IT TRANSITION PLAN - 30 JUL 03.

(3) CNI, IN CONJUNCTION WITH THE IT IPT AND OTHER APPROPRIATE ORGANIZATIONS, ESTABLISH A STANDARD REGIONAL DELIVERY PROCESS FOR SERVICES - 1 OCT 03.

E. PERSONNEL SUPPORT. FY04 MWR AND COMBINED BACHELOR HOUSING (CBH)NONAPPROPRIATED FUND (NAF) BUDGET SUBMISSIONS FROM THE AFFECTED INSTALLATIONS WILL BE SUBMITTED TO THE GAINING REGIONS. SPECIFIC GUIDANCE WILL BE PROMULGATED SEPCOR. APPROPRIATED FUND BUDGETS WILL FOLLOW FMB BUDGET GUIDANCE PER PARA 4B(2) ABOVE.

F. HOUSING.

(1) FAMILY HOUSING AND BACHELOR HOUSING MANAGEMENT WILL BE INTEGRATED UNDER CNI.

(2) HOUSING FUNCTIONS CURRENTLY AT NAVFAC WILL TRANSFER TO CNI, LESS FH CONSTRUCTION.

(3) ALL BACHELOR RELATED O&M,N FUNDING WILL ALSO TRANSFER TO CNI.

(4) DETAILED HOUSING POA&M TO BE PROVIDED SEPCOR.

G. ENVIRONMENTAL. SPECIFIC ENVIRONMENTAL GUIDANCE AND DETAILED POA&M TO BE PROVIDED SEPCOR.

H. PUBLIC SAFETY/ATFP.

(1) SPECIFY KEY CNI ATFP/CHEM BIO RADIOLOGICAL NUCLEAR ROLES AND RESPONSIBILITIES - 31 MAY 03.

(2) ISSUE DRAFT EMERGENCY MANAGEMENT PROGRAM GUIDELINES - 30 JUN 03.

(3) PROVIDE INTERIM CONCEPT OF OPERATIONS - 30 JUN 03.

I. FACILITY SUPPORT (INCLUDES REAL ESTATE, PLANNING AND BRAC).

(1) ESTABLISH TRANSITION BUSINESS RULES FOR CLASS I/II PROPERTY - 31 MAY 03.

(2) IDENTIFY COLLATERAL EQUIPMENT REQUIREMENT, BUDGET, EXECUTION PLAN - 30 JUNE 03.

(3) PUBLISH ANNUAL INSPECTION SUMMARY (AIS)/INSTALLATION READINESS REPORTING SYSTEM (IRRS) GUIDANCE - 30 JUNE 03.

(4) DEVELOP SWING PROJECT STRATEGY - 31 JULY 03.

(5) BEGIN TRANSFER ONGOING FACILITY PROJECTS/FACILITY
MANAGEMENT HISTORICAL FILES FROM DIVESTING CLAIMANTS - 31 JUL 03.

(6) COMPLETE TRANSITION OF FACILITY MANAGEMENT LEGACY IT SYSTEM
- 30 SEP 03.

(7) IMPLEMENT TRANSFER OF CLASS 1 AND II PROPERTY -1 OCT 03.

(8) THE REAL PROPERTY INVENTORY (RPI) MUST BE REPORTED "AS IS"
FOR THE FY03 RPI REPORT. PROPERTY RECORD INFORMATION SHALL NOT BE
CHANGED FOR THE CNI INSTALLATION CLAIMANT OWNERSHIP CONSOLIDATION UNTIL
AFTER 1 OCTOBER 2003. DETAILED INVENTORY TRANSITION GUIDANCE WILL BE
PROVIDED SEPCOR. GUIDANCE IS BEING BUILT UPON EARLIER INSTALLATION
CLAIMANT CONSOLIDATION LESSONS LEARNED, THE PRINCIPLES OF THE NAVY
FACILITY INVESTMENT STRATEGY, AND THE OBJECTIVES OF STANDING UP CNI. 5.
WE HAVE BEEN VERY SUCCESSFUL OVER THE PAST FEW YEARS IN EXECUTING NAVY
INSTALLATION MANAGEMENT ACTIONS TO STREAMLINE HOW WE DELIVER OUR
SERVICES. THIS IS THE NEXT STEP AS WE CONTINUE ORGANIZATIONAL
ALIGNMENT ACTIONS THROUGH CONSOLIDATION OF THE EXISTING INSTALLATION
MANAGEMENT CLAIMANTS (IMC) INTO A SINGLE IMC FOR SHORE STATION
MANAGEMENT. AS IN THE PAST, THIS NEXT STEP WILL NECESSITATE CLOSE
COORDINATION TO MAKE THE TRANSITION SEAMLESS TO THOSE THAT WE IN THE
SHORE INSTALLATION BUSINESS SERVE EVERY DAY, NAMELY THE FLEET AND OTHER
MISSION COMMANDS. OUR BEST EFFORTS AND THE ACTIVE SUPPORT OF ALL STAKE
HOLDERS WILL ENSURE SUCCESS. 6. MINIMIZE CONSIDERED.// BT #0254